

**Subject: Delegation of Authority – Acquisition and Sale of Land and Property –  
1 January 2025 to 30 June 2025**

**File Number: ACS2025-SI-HSI-0020**

**Report to Finance and Corporate Services Committee on 14 October 2025**

**Submitted on October 2, 2025 by Lily Xu, Interim Director, Housing Solutions and  
Investment Services**

**Contact Person: Peter Radke, Manager Realty Initiatives and Development Branch**

**613-580-2424 ext. 12551, peter.radke@ottawa.ca**

**Ward: Citywide**

**Objet : Délégation de pouvoirs – acquisition et vente de terrains et de  
propriétés – du 1 janvier 2025 au 30 juin 2025**

**Numéro de dossier : ACS2025-SI-HSI-0020**

**Rapport présenté au Comité des finances et des services organisationnels**

**Rapport soumis le 14 octobre 2025**

**Soumis le 2025-10-02 par Lily Xu, Directrice par intérim, Services des solutions de  
logement et des investissements**

**Personne ressource : Peter Radke, gestionnaire, initiatives et mise en valeur en  
immobilier**

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**Quartier : À l'échelle de la ville**

**REPORT RECOMMENDATION(S)**

**That the Finance and Corporate Services Committee receive this report for information.**

**RECOMMANDATION(S) DU RAPPORT**

**Que le Comité des finances et des services organisationnels reçoive le présent rapport à titre d'information.**

**BACKGROUND**

The Delegation of Authority By-law (By-law No. 2025-69) approved by City Council on February 12, 2025, delegates the authority to staff at four levels of management to approve and conclude real estate transactions involving the acquisition or sale of an interest in land or property. Schedule L sections 6 to 15 of the By-law describe the types of transactions allowed under the delegation of authority including fee simple acquisitions, easements, rights of way, leases, joint use and maintenance agreements, licenses, and consents to enter.

The Interim Director, Housing Solutions and Investment Services, is authorized to approve, amend, extend and execute agreements with the federal or provincial government provided that such agreements are related to supportive and affordable housing development, are consistent with the departmental mandate and are at no cost to the City, with the exception of associated operational and administrative costs that are within approved budgets.

Real Estate delegations are subject to the provisions of this by-law as well as the Acquisition of Real Property Policy, the Disposal of Real Property Policy, the Leasing Policy and Procedures approved by Council. By-law 2025-69 requires staff to report the exercise of delegated authority to the Finance and Corporate Services Committee on a semi-annual basis.

**DISCUSSION**

The Housing Solutions and Investment Services certifies that all transactions approved under delegated authority for the period of 1 January 2025 to 30 June 2025 comply with the Delegation of Authority By-law and the Disposal, Acquisition and Leasing of Real Property policies. These transactions are listed in Document 1.

Prior to transaction approval, HSIS staff confirms with the Finance and Corporate

Services Department staff that the appropriate funds are available in the budget. The availability of funds is a condition and requirement of approval under delegated authority.

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications.

### **LEGAL IMPLICATIONS**

There are no legal implications associated with receiving this report for information.

### **COMMENTS BY THE WARD COUNCILLOR(S)**

This is a City-wide report.

### **CONSULTATION**

The preparation of this report is required by the Delegation of Authority By-law and as such, no public consultation is required.

### **ACCESSIBILITY IMPACTS**

There are no accessibility impacts associated with receiving this report.

### **ASSET MANAGEMENT IMPLICATIONS**

There are no asset management implications resulting from the recommendations of this report.

### **DELEGATION OF AUTHORITY IMPLICATIONS**

The report fulfills the requirements of the Delegation of Authority By-law 2025-69.

### **RISK MANAGEMENT IMPLICATIONS**

There are no risk management implications associated with receiving this report.

### **RURAL IMPLICATIONS**

There are no rural implications associated with this report.

### **TECHNOLOGY IMPLICATIONS**

There are no technology implications associated with this report.

## **TERM OF COUNCIL PRIORITIES**

This report supports Council's priorities of Governance and Fiscal Responsibility.

## **SUPPORTING DOCUMENTATION**

Document 1 is a separate document and lists real estate transactions involving the acquisition and sale of an interest in land or property approved under delegated authority for the period 1 January 2025 to 30 June 2025.

## **DISPOSITION**

The report has been forwarded for information in accordance with the Delegation of Authority By-law.

## Document 1

## Delegation of Authority - Acquisition of Land and Property – January 1, 2025 to June 30, 2025

Approved	Approved By	Report Number	Report Title	Total Expended	Transaction
10-Jan-25	Program Manager	DEL2025-HSIS-0003	Payment of Reasonable Legal and Appraisal Fees for Fee Simple Acquisition – 1740 Bank Street – Gerry Strongman Holdings Ltd. – Bank Street Renewal Project	\$10,225.00	Acquisition
24-Jan-25	Program Manager	DEL2025-HSIS-0005	Easement Acquisition – Gil-O-Julien Pathway – Ottawa Carleton Association for Persons with Developmental Disabilities – 151 Donald Street	\$20,000.00	Acquisition
3-Feb-25	Program Manager	DEL2025-HSIS-0006	Easement Acquisition – Automated Speed Enforcement Program– Ottawa Carleton District School Board – 5590 Osgoode Main Street	\$697.50	Acquisition
17-Mar-25	Director	DEL2025-HSIS-0007	Land Exchange - Monk, Oakland, Wilton and Woodlawn Integrated Renewal - National Capital Commission	\$26,000.00	Acquisition
19-Mar-25	Program Manager	DEL2025-HSIS-0019	Fee Simple Property Acquisition – Natural Systems Urban Natural Areas Securement Program – Northtech Land Development Inc. – 3150 Solandt Road	\$40,000.00	Acquisition
28-Feb-25	Director	DEL2025-HSIS-0021	Land Transfer – Ecological Gift Program Environment Canada – Northtech Land Development INC. – 3150 Solandt Road	\$0.00	Acquisition

7-Mar-25	Program Manager	DEL2025-HSIS-0024	Payment of Reasonable Legal Fees for Fee Simple Acquisition – 1645 Bank Street – Zmaros Corp. – Bank Street Renewal Project	\$904.28	Acquisition
28-Apr-25	Program Manager	DEL2025-HSIS-0029	Easement Acquisition and Temporary Occupancy, 445 Richmond Road, Ottawa – Ottawa Housing Corporation/La Societe de Logement Ottawa	\$10,002.00	Acquisition
3-Apr-25	Program Manager	DEL2025-HSIS-0038	Partial Fee Simple Acquisition at 5832 Loggers Way from Gary F. Estabrooks and Heather A. Edwards	\$2,110.00	Acquisition
22-Apr-25	Program Manager	DEL2025-HSIS-0046	Fourth Amending Agreement – 89 Marsh Sparrow Private – James Esler and Virginia Pavlis-Esler - March Road Pump Station Conversion Project	\$1,530.52	Acquisition
22-Apr-25	Program Manager	DEL2025-HSIS-0047	Fourth Amending Agreement – 87 Marsh Sparrow Private – Raymond Marc Mongrain and Monique Eva Mongrain - March Road Pump Station Conversion Project	\$1,514.75	Acquisition
6-Jun-25	General Manager	DEL2025-HSIS-0049	Bank Street Renewal Project – Property Expropriations – Section 25 Offers – Properties in Phase 1B of the Expropriation Process	\$2,398,761.40	Acquisition
7-May-25	Program Manager	DEL2025-HSIS-0057	Fee Simple Acquisition – 1582 Bank Street – LMT Development Corp. – Bank Street Renewal Project	\$15,174.00	Acquisition

23-May-25	Director	DEL2025- HSIS-0060	Property Acquisition for the Expansion of Jock River District Park – Shwan Najim – 3427 Greenbank Road, Ottawa	\$1,650,000.00	Acquisition
15-May-25	Program Manager	DEL2025- HSIS-0063	Easement Acquisition – 10 Main Street – Carleton Condominium Corporation No. 477 - Greenfield, Main, Hawthorne Reconstruction Project	\$72,860.60	Acquisition
21-May-25	Program Manager	DEL2025- HSIS-0064	Partial Fee Simple Acquisition in Navan from Naila Hussain and Mohammad Hussain	\$15,000.00	Acquisition
3-Jun-25	Program Manager	DEL2025- HSIS-0065	Partial Fee Simple Acquisition in Navan from Glenda Faye Clarke	\$5,475.00	Acquisition
20-May-25	Program Manager	DEL2025- HSIS-0066	Payment of Reasonable Appraisal Fees for Fee Simple Acquisition – 1656 Bank Street – 10098884 Canada Inc. – Bank Street Renewal Project	\$2,500.00	Acquisition
27-May-25	Program Manager	DEL2025- HSIS-0068	Fee Simple Acquisition – 1600 Bank Street – Mac’s Convenience Stores Inc. – Bank Street Renewal Project	\$34,292.31	Acquisition
28-May-25	Program Manager	DEL2025- HSIS-0069	Fifth Amending Agreement – 87 Marsh Sparrow Private – Raymond Marc Mongrain and Monique Eva Mongrain - March Road Pump Station Conversion Project	\$605.90	Acquisition
28-May-25	Program Manager	DEL2025- HSIS-0070	Fifth Amending Agreement – 89 Marsh Sparrow Private – James Esler and Virginia Pavlis-Esler - March Road Pump Station Conversion Project	\$612.21	Acquisition

			<b>Total Expended</b>	<b>\$4,308,265.47</b>	
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**Delegation of Authority – Acquisition Lease of Land and Property – January 1, 2025 to June 30, 2025**

Approved	Approved By	Report Number	Report Title	Total Expended	Transaction
26-Mar-25	Director	DEL2025-HSIS-0008	Acquisition Lease Agreement – Édifice 230 Queen Inc./230 Queen Building Inc.	\$4,378,423.50	Acquisition Lease
21-Mar-25	Program Manager	DEL2025-HSIS-0025	Acquisition Lease Agreement – Ottawa MacDonald-Cartier International Airport Authority – 1000 Airport Parkway Private, Passenger Terminal Building	\$9,561.36	Acquisition Lease
			<b>Total Expended</b>	<b>\$4,387,984.66</b>	

**Delegation of Authority - License of Occupation Acquisition – January 1, 2025 to June 30, 2025**

Approved	Approved By	Report Number	Report Title	Total Expended	Transaction
28-Jan-25	Program Manager	DEL2025-HSIS-0011	Temporary Occupancy Agreement – Carlingwood Library Parking Lot Rehabilitation – Anthem Minett Carlingwood Holdings LP. – 2121 Carling Avenue	\$4,899.82	License of Occupation Acquisition
26-Mar-25	Program Manager	DEL2025-HSIS-0026	License Agreement with Ottawa Catholic District School Board – 1485 Heron Road	\$49,518.00	License of Occupation Acquisition

22-Apr-25	Program Manager	DEL2025-HSIS-0030	Facility License Agreement – 300 Coventry Road – Household Hazardous Waste Collection Event – Ottawa Titans Baseball Inc.	\$1,950.00	License of Occupation Acquisition
25-Mar-25	Program Manager	DEL2025-HSIS-0032	License of Occupation - John Street Outfall Project – His Majesty the King in Right of Canada – John Street	\$1.00	License of Occupation Acquisition
30-Apr-25	Program Manager	DEL2025-HSIS-0050	License Agreement - 161 Elgin Street - His Majesty the King in Right of Ontario	\$1,500.00	License of Occupation Acquisition
27-Mar-25	Program Manager	DEL2025-HSIS-0052	License of Land for Public Recreational Purposes – BASSANO PARK – His Majesty the King in the Right of Ontario as Represented by The Minister of Infrastructure	\$125.00	License of Occupation Acquisition
23-May-25	Program Manager	DEL2025-HSIS-0061	Parking Lot License Agreement - 1000 Palladium Drive- Capital Sports Properties Inc.	\$3,000.00	License of Occupation Acquisition
			<b>Total Expended</b>	<b>\$60,993.82</b>	

**Delegation of Authority – Disposal of Land and Property – January 1, 2025 to June 30, 2025**

Approved	Approved By	Report Number	Report Title	Total Revenue	Transaction
31-Mar-25	Program Manager	DEL2025-HSIS-0027	Sale of Easement - 5650 Mitch Owen Road - Hydro Ottawa Limited	\$1,350.00	Sale

8-Apr-25	Manager	DEL2025- HSIS-0031	Sale of City Property - 7010 Parkway Road, Osgoode - CR Performance Engineering Inc.	\$825,000.00	Sale
6-May-25	Program Manager	DEL2025- HSIS-0058	Sale of Easement - 7010 Parkway Road - Hydro One Networks Inc.	\$1,700.00	Sale
			<b>Total Revenue</b>	<b>\$828,050.00</b>	

**Delegation of Authority – License of Occupation Revenue – January 1, 2025 to June 30, 2025**

Approved	Approved	Report Number	Report Title	Total Revenue	Transaction
15-Apr-25	Program Manager	DEL2025- HSIS-0001	Revenue License Renewal and Amending Agreement – 275 Perrier Avenue – Rogers Communications Inc.	\$123,094.86	License of Occupation Revenue
11-Mar-25	Program Manager	DEL2025- HSIS-0002	Revenue License Renewal and Amending Agreement – 110 Laurier Avenue –TM Mobile Inc.	\$178,375.81	License of Occupation Revenue
27-Feb-25	Program Manager	DEL2025- HSIS-0004	475 Donald B Munro License of Occupation – McNeely Outdoor Power Equipment	\$6,600.00	License of Occupation Revenue
28-Feb-25	Program Manager	DEL2025- HSIS-0012	Revenue License Agreement – 6237 Hazeldean Road – Telus Communications Inc.	\$132,728.40	License of Occupation Revenue

14-Apr-25	Manager	DEL2025- HSIS-0033	Revenue License Amending and Renewal Agreement – Part PIN 042630055, St. Laurent Boulevard – 1000-1010 Belfast Road Inc.	\$285,509.34	License of Occupation Revenue
26-Mar-25	Program manager	DEL2025- HSIS-0034	License of Occupation Agreement (Expansion of the Existing Stormwater Management Pond) Adjacent to 3432 Greenbank Road being Block 186, Plan 4M-1585 (PIN 04595-1950), Block 187, Plan 4M-1585 (PIN 04595-1951), Block 188, Plan 4M-1585 (PIN 04595-1952), and Block 208, Plan 4M1585 (PIN 04595-1962)	\$155,000.00	License of Occupation Revenue
23-Apr-25	Program Manager	DEL2025- HSIS-0040	Access and Area License for Bus Shelters, Bus Stops and Related Signage, and Parking Stalls – Ottawa MacDonald-Cartier International Airport Authority – OC Transpo	\$20.00	License of Occupation Revenue
			<b>Total Revenue</b>	<b>\$881,328.41</b>	

**Delegation of Authority - Revenue Lease of Land and Property – January 1, 2025 to June 30, 2025**

Approved	Approved By	Report Number	Report Title	Total Revenue	Transaction
31-Jan-25	Director	DEL2025- HSIS-0009	Revenue Lease Agreement – Live Nation Canada, Inc. – George Street Right-of-Way	\$4,524,075.58	Revenue Lease
3-Mar-25	Program Manager	DEL2025- HSIS-0010	1490 Youville Drive - The Orleans Preschool Revenue Lease Renewal - 2025	\$241,128.00	Revenue Lease

12-Feb-25	Program Manager	DEL2025-HSIS-0013	Revenue Lease Agreement – 2283 Portobello Blvd. – Telus Communications Inc.	\$148,655.81	Revenue Lease
27-Feb-25	Program Manager	DEL2025-HSIS-0018	Revenue License Amending and Renewal Agreement – PIN 03450168, Leitrim Road – National Capital Commission (“NCC”)	\$1.00	Revenue Lease
			<b>Total Revenue</b>	<b>\$4,913,860.39</b>	

**Delegation of Authority - Waived Administration Fees – January 1, 2025 to June 30, 2025**

Approved	Approved By	Report Number	Report Title	Total Waived	Transaction
3-Mar-25	Program Manager	DEL2025-HSIS-0010	1490 Youville Drive - The Orleans Preschool Revenue Lease Renewal - 2025	\$620.00	License of Occupation Revenue
27-Feb-25	Program Manager	DEL2025-HSIS-0018	Revenue License Amending and Renewal Agreement – PIN 03450168, Leitrim Road – National Capital Commission (“NCC”)	\$1,200.00	License of Occupation Revenue
21-May-25	Manager	CON2025-0007	RCVA Stream Watch Program- Access to multiple City of Ottawa properties to conduct annual stream watch program	\$310.00	Consent to Enter
27-Feb-25	Manager	CON2025-0008	Allow Patterson Access to 1010 Somerset to Drill Geotechnical Boreholes	\$310.00	Consent to Enter

28-Mar-25	Manager	CON2025-0009	Carleton University- Access to City Property (3330 Borrisokane) to Conduct Study	\$310.00	Consent to Enter
24-Feb-25	Manager	CON2025-0011	Procurement and Public Service Canada- Allow Access to 8 Lady Grey for Staging and Equipment/Material Storage	\$310.00	Consent to Enter
02-Apr-25	Manager	CON2025-0013	Doctor Leach Drive-Installation of Installing BBQ at Ian McDonald Pavillion at Centennia	\$310.00	Consent to Enter
21-Mar-25	Manager	CON2025-0016	Carp Road RASC Ottawa- Allow RASC Access to a Portion of 3911 Carp Road for Stargazing Events	\$310.00	Consent to Enter
28-May-25	Manager	CON2025-0020	Agriculture and Agrifood Canada- Access to Various City of Ottawa Properties to Conduct Vegetation Study	\$310.00	Consent to Enter
06-May-25	Manager	CON2025-0022	Habitat for Humanity Geotechnical Testing at 40 Beechcliffe for Housing Project	\$310.00	Consent to Enter
15-May-25	Manager	CON2025-0023	Ottawa Community Housing- Geotechnical Testing for Housing Project	\$310.00	Consent to Enter
04-Jun-25	Manager	CON2025-0025	Manotick Tennis Club - Access to City Property to Build a Pergola	\$310.00	Consent to Enter
04-Jun-25	Manager	CON2025-0027	Bassano Park- Allow Cityview Community Association Access to Leased Lands to Install Benches	\$310.00	Consent to Enter

25-Jun-25	Manager	CON2025-0028	Canada Wildlife Service Monarch Butterfly Survey- Access to City Property to Conduct Monarch Survey	\$310.00	Consent to Enter
			<b>Total Waived</b>	<b>\$5,540.00</b>	